

## Approval and Communication of Refinery, Maintenance, or Engineering Instructions

|  |   |   |
|--|---|---|
| <b>Document No.:</b> RI-102  | <b>Title:</b> Procedures for Instructions and Standards | <b>Current Date:</b> 12/2009  |
| <b>Action:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Cancellation |   | <b>Next Revision Due:</b> 12/2014                                       |
| <b>Responsible Organization:</b><br>Development Dept.  |   | <b>Position to Contact With Questions/Suggestions:</b><br>Dept. Manager |
| <b>Summarize Rewritten Material:</b><br><br>General revisions to improve process clarity.                                      |   |   |

### REQUIRED COMMUNICATION/TRAINING

If Type 2 or Type 3 training is necessary – Instruction Owner is responsible for developing the training material and must work with Development Department Manager and Managers of affected personnel to coordinate training of affected personnel and documentation of training.

| This document should be reviewed by: | Type 1<br>Simple Change             | Type 2<br>On-The-Job Training | Type 3<br>Classroom Training |
|--------------------------------------|-------------------------------------|-------------------------------|------------------------------|
| All Refinery Personnel               | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     |
| Operations                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     |
| Maintenance & Reliability            | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     |
| Technical                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     |
| HES                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/>     |
| Other:                               | <input type="checkbox"/>            | <input type="checkbox"/>      | <input type="checkbox"/>     |

### APPROVALS

|   |   |
|---|---|
| <b>Instruction Owner:</b><br>Dean Van Bockern                   | <b>Development Manager:</b> <i>(first signature before final routing)</i><br>Dean Van Bockern |
| <b>Operations Manager:</b><br>Bruce Chinn                       | <b>Technical Services Manager:</b><br>Barbara Smith   |
| <b>HES Manager:</b><br>Tery Lizarraga                           | <b>Maintenance &amp; Reliability Manager:</b>   |
| <b>Refinery Manager:</b> <i>(final signature)</i><br>Mike Coyle | <b>Other Manager:</b>   |

*On Completion – Instruction Owner will send file and message to IPC to post on the Refinery server.*

### Necessary Approval for Instructions:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Refinery Instructions:</li> <li>• Safe Work Practices:</li> <li>• Emergency Plans (400 Series RIs):</li> <li>• Engineering Instructions:</li> <li>• Maintenance Instructions:</li> <li>• Cancellation of Instruction:</li> </ul> | Development, Operations, HES, and Refinery Manager<br>Development, Operations, Maintenance & Reliability, HES, and Refinery Manager<br>Development, Operations, Maintenance & Reliability, HES, and Refinery Manager<br>Technical and HES Manager<br>Maintenance & Reliability and HES Manager<br>Owner and Refinery or Appropriate Dept. Manager |
|---|---|

# **RICHMOND REFINERY INSTRUCTIONS**

**MISCELLANEOUS**

**PROCEDURES FOR  
INSTRUCTIONS AND MANUALS**

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### **APPENDIXES:**

- I. RI-102 SUMMARY
- II. FORMAT TEMPLATE
- III. INSTRUCTION REVIEW PROCESS FLOWCHART

# **RICHMOND REFINERY INSTRUCTIONS**

## **MISCELLANEOUS**

## **PROCEDURES FOR INSTRUCTIONS AND STANDARDS**

### **1.0 PURPOSE**

This Instruction specifies responsibilities and procedures for writing, revising, canceling, approving, distributing, and communicating Refinery, Maintenance, or Engineering Instructions, and Emergency Plans (400 Series Instructions).

Proper communication of new/revised documents is a critical step in the management of Refinery documents. In addition to the Refinery's policy for communicating new/revised documents to employees, certain of these documents must be formally communicated to all affected employees (including documentation of the communication) to meet various regulatory requirements.

### **2.0 DOCUMENT DESCRIPTIONS**

#### **2.1 Refinery Instructions (RI-)**

Refinery Instructions state rules, regulations, practices, and instructions that affect more than one division of the Refinery. Refer to Appendix I for summary.

#### **2.2 Engineering Instructions (EI-)**

Engineering Instructions provide detailed guidance and instructions for engineering design and practices. Refer to Appendix I for summary.

#### **2.3 Maintenance Instructions (MI-)**

Maintenance Instructions provide guidance and responsibilities for performing maintenance work. Refer to Appendix I for summary.

### **3.0 RESPONSIBILITIES**

3.1 A subject matter expert (SME) is designated as the owner for each Refinery Instruction. This person is responsible for:

1. Obtaining feedback from users on the quality of the RI and any suggestions for improvement.
2. Ensuring audits are conducted in the field to assess the effectiveness of the RI.
3. Monitoring changes in legislation or industry practice that might require the RI to be updated.

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## **MISCELLANEOUS**

## **PROCEDURES FOR INSTRUCTIONS AND STANDARDS**

4. Updating the RI as needed changes are identified or on the identified review cycle (currently 3 or 5 years).
- 3.2 The General Manager is responsible for approving all Refinery Instructions.
- 3.3 All employees are responsible for complying with Refinery Instructions and providing feedback on their effectiveness to the assigned owner.
- 3.4 Refinery Business Managers, Maintenance Superintendents, or equivalent are responsible for maintaining current, applicable Instructions, Standards, and Manuals in their areas, and for communicating them to their employees and ensuring they are used.
- 3.5 The Information Processing Center is responsible for maintaining a master copy of Refinery, Engineering, and Maintenance Instructions and for placing the current Instruction on the Refinery Information Server.

### **\*4.0 FORMATTING INSTRUCTIONS**

Refinery Instructions, Engineering Instructions, and Maintenance Instructions are guidance documents: they contain clear and concise policies. Detailed information for implementing these policies and the work processes associated with them belong in separate documents.

- 4.1 When preparing Instructions and their appendices, use the standard electronic template. The Refinery Instruction template is also available on the Refinery Intranet under Refinery Instructions.
- 4.2 General Arrangement
  1. Purpose: Briefly state the Instruction's purpose.
  2. Scope: State what the Instruction covers, for whom the Instruction is intended, when to use the Instruction, and where it is applicable.
  3. Legal Requirements or Codes.

List all applicable legal requirements or codes in the following order:

- Federal
- State of California

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- City of Richmond
  - Other legal requirements and codes, where applicable
  - Institute Codes (API, ASTD, ASME, etc.) that may have been adopted by a government agency
  - Society (American Society of Civil Engineers, American Welding Society, etc.)
  - Company policy, as applicable
4. Responsibilities: Assign responsibilities to Refinery personnel (by position or function), as necessary, to effectively control the subject.
  5. Requirements: Provide clear and concise summary instructions, in a logical manner, to achieve the desired result. Refinery Instructions should contain the key requirements needing to be met, but not detailed procedures. Procedural steps are included in the Department Instructions (e.g., maintenance instructions).
  6. References: List any publications such as other Instructions, Operating Manuals, or Procedures, etc.
  7. Definition of Terms: Provide the meaning of unfamiliar terms used in the Instruction.
  8. Appendices/Attachments: List all appendices, drawings, charts, and tables in the Instruction's Table of Contents.

### **5.0 CANCELING INSTRUCTIONS**

- 5.1 Contact all ABUs and departments affected by the proposed cancellation.
- 5.2 Complete form MFG-1649-2 stating the reason for the proposed cancellation.
- 5.3 Notify affected employees of cancellation.

### **6.0 APPROVAL AND COMMUNICATION**

- \*6.1 The originator will contact Information Processing Center (IPC) for a word version of the document, make any revisions or updates, and return to IPC along with an updated MFG-1649-2.

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- \*6.2 IPC will route the document and MFG-1649-2, and track approval progress as indicated in Appendix I and Appendix III.
- 6.3 After approval, IPC places the Instruction on the Refinery Intranet and notifies the author of this action.
- 6.4 Division Heads and Refinery Business Managers are responsible for communication/training of their employees as specified on the MFG-1649-2. This includes documentation required to verify that the communication/training was received by all affected employees, along with associated individual training records as specified.

### **\*7.0 CURRENT AND ACCURATE CERTIFICATION**

The Refinery has a legal obligation to ensure Safe Work Practice Refinery Instructions are maintained as current and accurate. To ensure the users of these critical instructions are current, a certification process is required for each instruction once every three (3) years. The exception is that RI-400, RI-410, and RI-480 must be certified annually.

- 7.1 If no changes are required, the document owner will complete a MFG-1649-2 stating the document is current and accurate and the date the review was performed.
  - 1. IPC will include the statement "Certified as Current & Accurate," and the review date.
  - 2. IPC will post the certified version on the web with the completed MFG-1649-2.
- 7.2 If changes are required, the owner will follow the established process to revise Refinery Instructions (per Appendix III).
- 7.3 IPC will include the statement "Certified as current and accurate," and the review date in the document's footer.

# RICHMOND REFINERY INSTRUCTIONS

## APPENDIX I PROCEDURES FOR INSTRUCTIONS AND MANUALS

### \*MISCELLANEOUS

### SUMMARY

|  | Refinery Instructions<br>(RI)  | Safe Work Practices<br>(SWP)  | Engineering Instructions<br>(EI)   | Maintenance Instructions<br>(MI)   |
|--|--|---|--|--|
| Description  | States rules, regulations, practices, and instructions to be followed by more than one division of the Refinery.                         | States rules, regulations, practices, and instructions to be followed by more than one division of the Refinery.  | Detailed guidance and instructions for engineering design and practices.                       | Guidance and responsibilities for performing maintenance work.                                   |
| Responsibilities   |  |   |  |  |
| 1. Updating Documents  | Assigned Instruction Owner and Manager   | Assigned Instruction Owner and Manager  | Technical Manager  | Maintenance Superintendent   |
| 2. Approval  | Routed by MFG-1649-2 to:<br>Development Department Manager<br>Operations Manager<br>HES Manager<br><br>Refinery Manager (final approval) | Routed by MFG-1649-2 to:<br>Development Department Manager<br>Operations Manager<br>Maintenance Manager<br>HES Manager<br><br>Refinery Manager (final approval) | Routed by MFG-1649-2 to:<br>Development Department Manager<br>Technical Manager<br>HES Manager | Routed by MFG-1649-2 to:<br>Development Department Manager<br>Maintenance Manager<br>HES Manager |
| 3. List of Documents, Number Assignment, Expiration Date, and Current Copy | Information Processing Center  | Information Processing Center   | Information Processing Center  | Information Processing Center  |
| 4. Typing/Format   | Information Processing Center/<br>Microsoft Word   | Information Processing Center/<br>Microsoft Word  | Information Processing Center/<br>Microsoft Word   | Information Processing Center/<br>Microsoft Word   |
| 5. Master File Stored  | Information Processing Center<br>Refinery Information Server   | Information Processing Center<br>Refinery Information Server  | Information Processing Center<br>Refinery Information Server                                   | Information Processing Center<br>Refinery Information Server                                     |
| 6. Reviewed/Updated  | Non-SWP RI's – Certified as current and accurate very five (5) years and as needed.<br><br>Document in CAP dBase.                        | Safe Work Practices RI's:<br>Certified as current and accurate every three (3) years if no changes occur.<br><br>Document in CAP dBase.                         | Every five (5) years and as needed.<br><br>Document in CAP dBase.                              | Every five (5) years and as needed.<br><br>Document in CAP dBase.                                |
| 7. Distribution  | Placed on Refinery Intranet by IPC.<br>Author notified by e-mail.  | Placed on Refinery Intranet by IPC.<br>Author notified by e-mail.   | Placed on Refinery Intranet by IPC.<br>Author notified by e-mail.                              | Placed on Refinery Intranet by IPC.<br>Author notified by e-mail.                                |
| 8. Certification that Procedures Are Current and Accurate                  | Required for Non-SWP Refinery Instructions every five (5) years.   | Required for Safe Work Practices every three (3) years.   | Required for Non-SWP Refinery Instructions every five (5) years.                               | Required for Non-SWP Refinery Instructions every five (5) years.                                 |

\*REVISED: 12/09 (Replaces 12/04)  
Certified as current and accurate: 12/09

102-I-1

# RICHMOND REFINERY INSTRUCTIONS

\*MISCELLANEOUS

## APPENDIX II PROCEDURES FOR INSTRUCTIONS AND MANUALS

### APPENDIX II FORMAT TEMPLATE (pg. 1)

| RICHMOND REFINERY INSTRUCTIONS  |   |  |   |
|---|---|--|---|
| *MISCELLANEOUS  | NAME OF INSTRUCTION<br>2D-LINE-OF-NAME  |  |   |
| <u>TABLE OF CONTENTS</u>  |   |  |   |
|   | Page  |  |   |
| 1.0 → TITLE 1 (TYPE IN ALL CAPS, No Bold in Table of Contents)  | 1   |  |   |
| 1.1 → Title 1.1 (Initial Cap, No Underline in Table of Contents)  | 1   |  |   |
| 1.2 → Title 1.2 (Initial Cap, No Underline in Table of Contents)  | 2   |  |   |
| 2.0 → TITLE 2 (TYPE IN ALL CAPS, No Bold in Table of Contents)  | 2   |  |   |
| 2.1 → Title 2.1 (Initial Cap, No Underline in Table of Contents)  | 3   |  |   |
| 2.2 → Title 2.2 (Initial Cap, No Underline in Table of Contents)  | 3   |  |   |
| NOTE: Level 1.1, 1.2, 2.1, etc., is optional in the Table of Contents.  |   |  |   |
| APPENDICES:   |   |  |   |
| I → APPENDIX I TITLE (TYPE IN ALL CAPS)   |   |  |   |
| II → APPENDIX II TITLE (TYPE IN ALL CAPS)   |   |  |   |
| III → APPENDIX III TITLE, etc.  |   |  |   |
| NOTE: List all Appendices in the Table of Contents.   |   |  |   |
| <table border="1"><tr><td>NOTE: Refinery Instruction<br/>Page Set-Up:</td><td>Margins: 1" Top, Bottom, Left, &amp; Right<br/>Header: 0.7"<br/>Footer: 0.5"<br/>Font: Times New Roman<br/>Size: 12</td></tr></table> |   | NOTE: Refinery Instruction<br>Page Set-Up: | Margins: 1" Top, Bottom, Left, & Right<br>Header: 0.7"<br>Footer: 0.5"<br>Font: Times New Roman<br>Size: 12 |
| NOTE: Refinery Instruction<br>Page Set-Up:  | Margins: 1" Top, Bottom, Left, & Right<br>Header: 0.7"<br>Footer: 0.5"<br>Font: Times New Roman<br>Size: 12 |  |   |
| Section Break (Next Page)   |   |  |   |
| *REVISED: 12/09 (Replaces 12/04)<br>Certified as current and accurate: 12/09  |   |  |   |
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\*REVISED: 12/09 (Replaces 12/04)  
Certified as current and accurate: 12/09

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# RICHMOND REFINERY INSTRUCTIONS

## APPENDIX II PROCEDURES FOR INSTRUCTIONS AND MANUALS

\*MISCELLANEOUS

### FORMAT TEMPLATE (pg. 2)

| RICHMOND REFINERY INSTRUCTIONS   |  |
|--|--|
| *MISCELLANEOUS   | NAME OF INSTRUCTION<br>2D-LINE-OF-NAME |
| 1.0 → TITLE 1 (TYPE IN ALL CAPS & BOLD)                                      |  |
| 1.1 → Title (Initial Caps & Underline)                                       |  |
| 1. → ¶   |  |
| 2. → ¶   |  |
| 3. → ¶   |  |
| a. → ¶   |  |
| b. → ¶   |  |
| (1) → ¶  |  |
| (2) → ¶  |  |
| (a) → ¶  |  |
| (b) → ¶  |  |
| 1.2 → Title (Initial Caps & Underline)                                       |  |
| 1. → ¶   |  |
| 2. → ¶   |  |
| a. → ¶   |  |
| (format same as above)   |  |
| 2.0 → TITLE 2 (TYPE IN ALL CAPS & BOLD)                                      |  |
| 2.1 → Title (Initial Caps & Underline)                                       |  |
| 1. → ¶   |  |
| 2. → ¶   |  |
| a. → ¶   |  |
| (format same as above).....Section Break (Next Page) .....                   |  |
| *REVISED: 12/09 (Replaces 10/04)<br>Certified as current and accurate: 12/09 |  |
| 102-1  |  |

\*REVISED: 12/09 (Replaces 12/04)  
Certified as current and accurate: 12/09

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# RICHMOND REFINERY INSTRUCTIONS

\*MISCELLANEOUS

## APPENDIX II PROCEDURES FOR INSTRUCTIONS AND MANUALS

### FORMAT TEMPLATE (pg. 3)

| RICHMOND REFINERY INSTRUCTIONS  |   |
|---|---|
| *MISCELLANEOUS  | APPENDIX II<br>NAME OF INSTRUCTION<br>2D LINE OF NAME |
| NAME OF APPENDIX  |   |
| NOTE  |   |
| → The format of the text in appendixes should be as close to the RI format as possible.     |   |
| → If space permits, page set-up and margins should be the same as the main RI document.     |   |
| → Tables and graphs could look different.   |   |
| *REVISED: 12/09 (Replaces 12/04)<br><small>Certified as current and accurate: 12/09</small> | 102-II-3  |

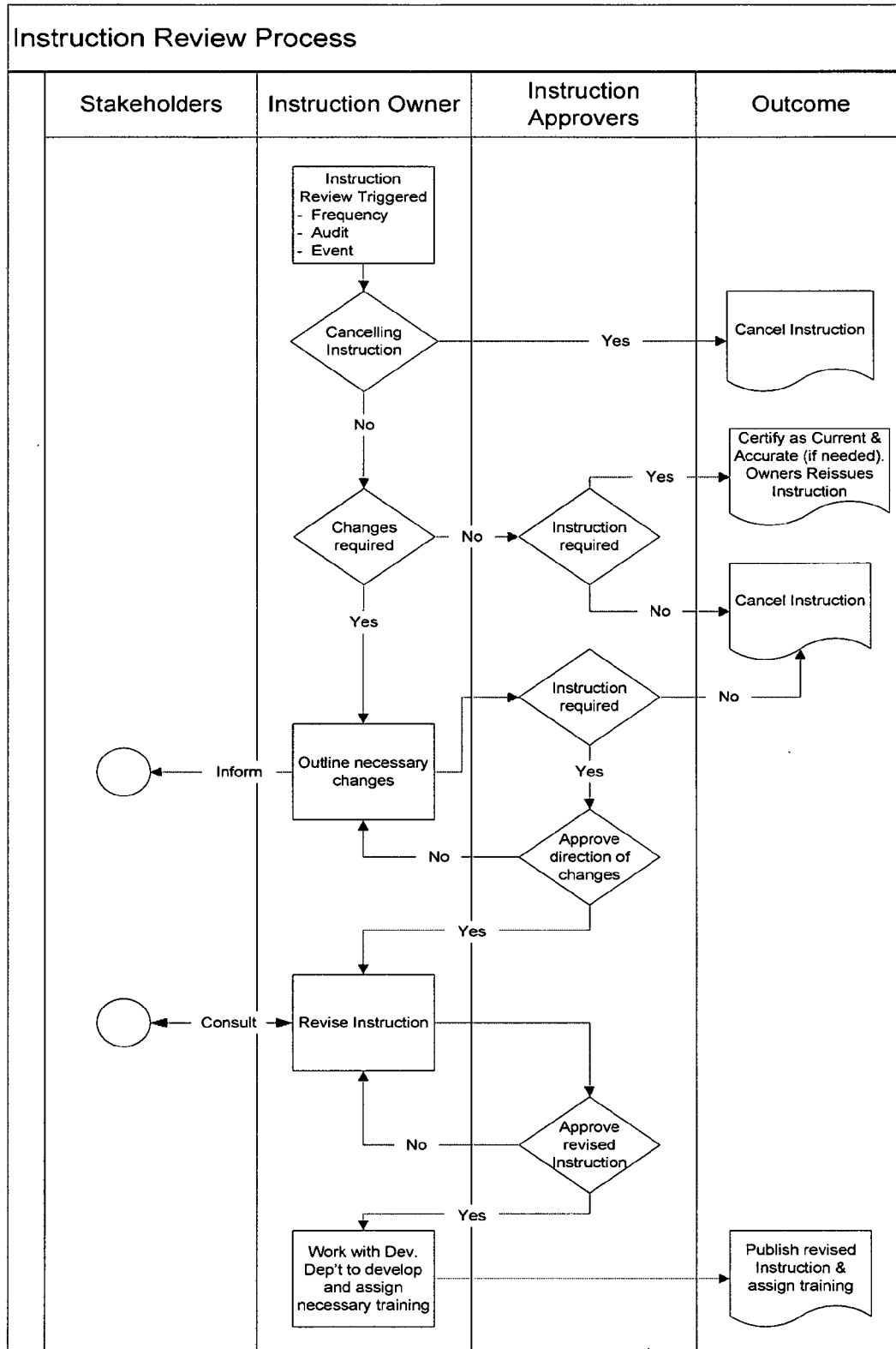
\*REVISED: 12/09 (Replaces 12/04)  
*Certified as current and accurate: 12/09*

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# RICHMOND REFINERY INSTRUCTIONS

## APPENDIX III PROCEDURES FOR INSTRUCTIONS AND MANUALS

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